



DEPARTMENT OF PLANNING AND CONSERVATION PLANNER/ECONOMIC DEVELOPMENT COORDINATOR

Unit: Non-union

Reporting To: Director of Planning and Conservation

Salary: up to \$73,151.25

Hours: Exempt Position, Evenings as needed for Board, Commission and Committee meetings

Application Deadline: Open Until Filled

The Planner/Economic Development Coordinator is responsible for assisting the Director of Planning and Conservation with various planning initiatives related to zoning, community and economic development, and affordable housing. Provides professional support to the Wilmington Planning Board, promotes and fosters business and economic development in Town, and assists in ensuring the goals and objectives of the Department, the supported Boards and Commissions, and the Town are met.

Essential Functions

Working under the direction of the Director of Planning and Conservation, performs the following functions:

- Receive applications for subdivisions, Stormwater management, signage, site plan, and special permits, conduct technical reviews of applications and proposals, coordinate inter-departmental reviews; communicate with applicants, abutters and the public about proposed and permitted projects.
- Provide professional support to the Planning Board; make recommendations on applications for compliance with state and local bylaws and regulations, attend Planning Board meetings and make presentations, draft decisions and approvals for the Planning Board; conduct site visits and site inspections.
- Provide guidance and support to prospective and existing businesses regarding permitting processes.
- Establish working relationships with property owners and brokers to assist in filling vacancies and fostering growth.
- Provide professional support to the Wilmington Economic Development Committee.
- Assist the Director with planning and economic development initiatives; assist with open space and recreation planning, housing planning, master planning, developing bylaws and zoning amendments, conducting economic development research; and pursuing and administering grant opportunities.
- Coordinate with and represent the Town at meetings of planning and economic development organizations such as the Metropolitan Area Planning Council, Wilmington/Tewksbury Chamber of Commerce, and others.
- Communicate effectively with developers, property owners, prospective businesses, applicants, and the public; provide excellent customer service; provide office support to the Department.
- Other related duties as assigned.

Minimum Qualifications

- Bachelor's degree in urban; regional planning or a closely related field; and three (3) to five (5) years of closely related experience; Master's degree in planning may be substituted for experience, or any equivalent combination of education, training and experience.
- Working knowledge of the zoning by-laws, subdivision rules and regulations, applicable Massachusetts state laws, regulations and rules relative to permissible land-use.
- Ability to communicate effectively and courteously with others, orally and in writing.
- Ability to interpret complex laws, bylaws, regulations and rules, apply interpretations consistently.
- Ability to manage and complete projects independently and as a member of a team.
- Ability to utilize computers and software such as GIS and Microsoft Office Suite, etc.
- Ability to work evenings as needed to attend meetings, hearings, and public presentations.

Job Environment

Work is generally performed inside a building. Work environment is characteristic of an office environment, with even walking surfaces and generally low noise levels. Outside site visits will be required. May have occasional exposure to

loud noise, inclement weather, and uneven terrain associated with the review and/or oversight of implementation of permitted projects.

Physical Requirements

Administrative work is in an office setting, involving sitting, with intermittent periods of stooping, kneeling, crouching, walking and standing. Occasionally, work may require lifting objects (up to 50 lbs.). There may be a need to stretch and reach to retrieve materials.

EOE

To Apply:

Submit completed **Application for Employment, resume and cover letter:**

via email at:

jobs@wilmingtonma.gov

or in person mail to:

Town Manager's Office

Attn: Kerry Colburn-Dion, Assistant Town Manager/ Human Resources Director

Town of Wilmington

121 Glen Road

Wilmington, MA 01887

Application for Employment, Resume and cover letter may be attached as a PDF to the email. Please note, we will not reformat or correct formatting issues if sending electronically. If submitting by email please use "Position: Planner/Economic Development Coordinator" in the subject line.